

THE CITY OF TAYLORSVILLE

2600 West Taylorsville Blvd.

Taylorsville, UT 84118

Request for Proposal BASEBALL COMPLEX MASTER PLAN

(Due December 10, 2004)

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals from qualified Land Planners to provide comprehensive site development and master planning for Little League and Babe Ruth League baseball fields at one of a variety of sites within the City’s boundaries. The planning process will require the successful consultant to work with the elected and appointed officials from the City and Salt Lake County and potential users.

1.1. **Intent.** It is the intent of this Request for Proposal (this “Request”) to set forth the minimum acceptable requirements for response to this Request.

1.2. **Detailed Description of the Services.** The anticipated Services include, but are not limited to, the following:

1.2.1 The consultant will develop a process to determine the best site among no more than five of potential sites for the baseball complex consistent with the needs, intent and desires of the City and Salt Lake County Recreation. Once the firms have assessed the various potential sites, the firm will master plan one site for the Taylorsville Baseball Complex, which may include Little League or Babe Ruth ball diamonds, concession stand(s), training areas and other amenities as directed by the City and County officials and user groups.

1.2.2 The master plan will include a written evaluation of each site and a full set of drawings that show the relationship and estimated size of all structures, recreational facilities, parking lot areas and all potential land uses.

2. **Proposal Requirements.** Six (6) copies of responses to this Request are required to be submitted to the City Offices as listed above to the attention of John Inch Morgan no later than **3:00 p.m. (MDT) on December 10, 2004.** Any response, modification, or amendment received after the due date and time is late. No late responses will be accepted. No telegraphic responses (facsimile or e-mail) will be accepted. A pre-proposal conference will be held at 2:00 p.m. on Wednesday, December 1, 2004 at the Taylorsville City Hall, 2600 West Taylorsville Boulevard, Taylorsville Utah 84118. Firms planning to attend the pre-proposal conference should RSVP by contacting Patricia Quintana at 963-5400. The respondent’s proposal must include the following and be signed by an authorized representative of the respondent:

2.1. **Transmittal Letter.** A signed Transmittal Letter briefly stating the proposers understanding of the work to be completed, the commitment by the firm's principal(s) to perform the work within the proposed time period, and a statement as to why the firm believes it to be qualified to perform the work

2.2. **Price.** The proposed all inclusive fee for the Services contemplated herein which includes all costs, expenses, supplies, supervision, and any and all other items of equipment necessary or incidental to provide the Services.

2.3. **Qualifications.** Describe, in sufficient detail, including the names of the individuals proposed to satisfy the Services, the capacity and expertise of the individuals to perform the Services as set forth in applicable law.

2.4. **Proposed Approach and Fee.** Describe, in sufficient detail, how the proposer plans to provide the Services.

2.5 **Company Information Sheet.** Complete the information required on the Company Information Sheet.

3. **Identification of Anticipated Potential Problems.** The proposal should identify and describe any potential problems or recommendations with respect to providing the Services.

4. **Evaluation Criteria and Scoring Process.** All proposals received will be reviewed by a selection committee. Each evaluation criterion has been given a percentage based on its relative value as a whole. The selection committee and the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from the proposer. Firms may be requested to make oral presentations as part of the evaluation process. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Price	40%
Experience & Qualifications	30%
Quality/Innovation of the Proposal	<u>30%</u>
TOTAL	100%

5. **Selection.** All responsive proposals will be reviewed by a Consultant Selection Committee. The Committee will rank each proposal using the Evaluation Criteria listed above. Proposals receiving the highest ranking, and therefore reasonably susceptible of being selected for award, may be invited to meet with the Consultant Selection Committee for oral interviews and proposal presentations; provided, however, that proposals may be accepted without discussion. The above criteria will also be used in the interview evaluation if such interviews are conducted. The selection committee or City staff reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each firm being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of the

interview, if any, reference checks and proposal scoring, the firms will be rated by the selection committee or City staff, and such recommendations will be forwarded to the mayor. The mayor will make the final selection.

6. **Terms of Contract.** The successful applicants will be required to enter into a agreement with the City to provide the Master Plan Services. The City Attorney's office, working with the selected proposers, will negotiate the agreement. All provisions of the agreement will be in compliance with applicable laws, rules and regulations.

7. **General Information.** The City reserves the right to reject any and all responses to this Request. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the proposer's sole risk and expense. There is no expressed or implied obligation for the City of Taylorsville to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals.

8. **Contact Person.** For further information, contact John Inch Morgan, City Administrator, (801) 963-5400, 2600 West Taylorsville Blvd., Taylorsville, UT 84118.

COMPANY INFORMATION

The undersigned bidder certifies that this proposal is made in good faith. The undersigned states that this Request for Proposal is made in conformity with the specifications and qualifications contained herein.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Website Address: _____

E-mail Address: _____

Date Signed: _____

Licenses: _____

Certifications: _____

